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28 June 1954

MEMORANDUM TO: Colonel White

SUBJECT : Agency Survey of Microfilm Operations

1. The attached memorandum from the Management Staff proposes a survey of Agency Microfilm Operations. This proposal is predicated on:

a. The seven (7) schedules constituting a microfilming operations questionnaire which the General Services Administration sent to all Government agencies. (For security reasons CIA could submit only one (1) of the seven requested schedules.

b. The survey report, released by GSA as the result of its questionnaires, indicates greater possibilities of savings in microfilm operations on a Government-wide basis under GSA jurisdiction and control.

c. That since for security reasons CIA would be unable to participate in the GSA program, we have an obligation to comply with the intent and, as the result of a survey of our own, to obtain and make possible all savings.

2. To accomplish this end, Management Staff has prepared an Agency Notice (Tab A) and a microfilm survey questionnaire (Tab B) which follow closely the form GSA proposes to use. Both the notice and the questionnaire have been concurred in by the Chief of Logistics. Management Staff recommends approval and authentication without further coordination.

3. It is recommended that the notice be approved and authenticated for publication in order that the survey can be started immediately.

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